



**CHEMUNG COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**  
**AND MENTAL HYGIENE**

HUMAN RESOURCE CENTER  
425 PENNSYLVANIA AVENUE  
P.O. BOX 588  
ELMIRA, NEW YORK 14902-0588  
FAX (607) 737-5574  
(607) 737-5309

Brian Hart, LCSW-R  
Commissioner of Human Services  
607-739-5309

Kellie Lowman  
Director, Quality Assurance/Staff Development  
607-737-5306

- Civil Service:** Candidates must be ranked in the top three (3) to be eligible for permanent appointment
- Physical/DS:** Successful completion of a physical examination and drug screen  
Pass Fingerprinting, Background and SCR check
- Probation:** 8-52-week probationary period begins at time of appointment from Civil Service list as permanent probationary
- Salary:** Depends on title and grade
- Schedule:** 35-hour week  
7-hour day  
8:30am to 4:30pm  
Non-Traditional Hours/flexibility required for some positions
- CSEA:** Dues deducted every pay period  
Current contract 1/1/2022-12/31/2025
- Benefits/Full-time:**
- |                        |                         |
|------------------------|-------------------------|
| Vacation Accrual:      | 3 hours every two weeks |
| Sick Time Accrual:     | 7 hours per month       |
| Personal Time Accrual: | 3 days per year         |
| Holidays:              | 13 days per year        |

\*A summary of benefits can be accessed on the County Internet page under the “[Administrative Services](#)” tab- [Insurance/Chemung County benefits](#)- Active employees

**Questions can be directed to:**

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Staff Development mail box: [DHSstaffdev@chemungcountyny.gov](mailto:DHSstaffdev@chemungcountyny.gov)